



Improving lives THROUGH  
supports and services  
THAT FOSTER self-determination.

# Champions of Employment

## Taking a Closer Look at Career Planning



Promoting Employment First

# Who's in the Audience?



## Poll Question #1

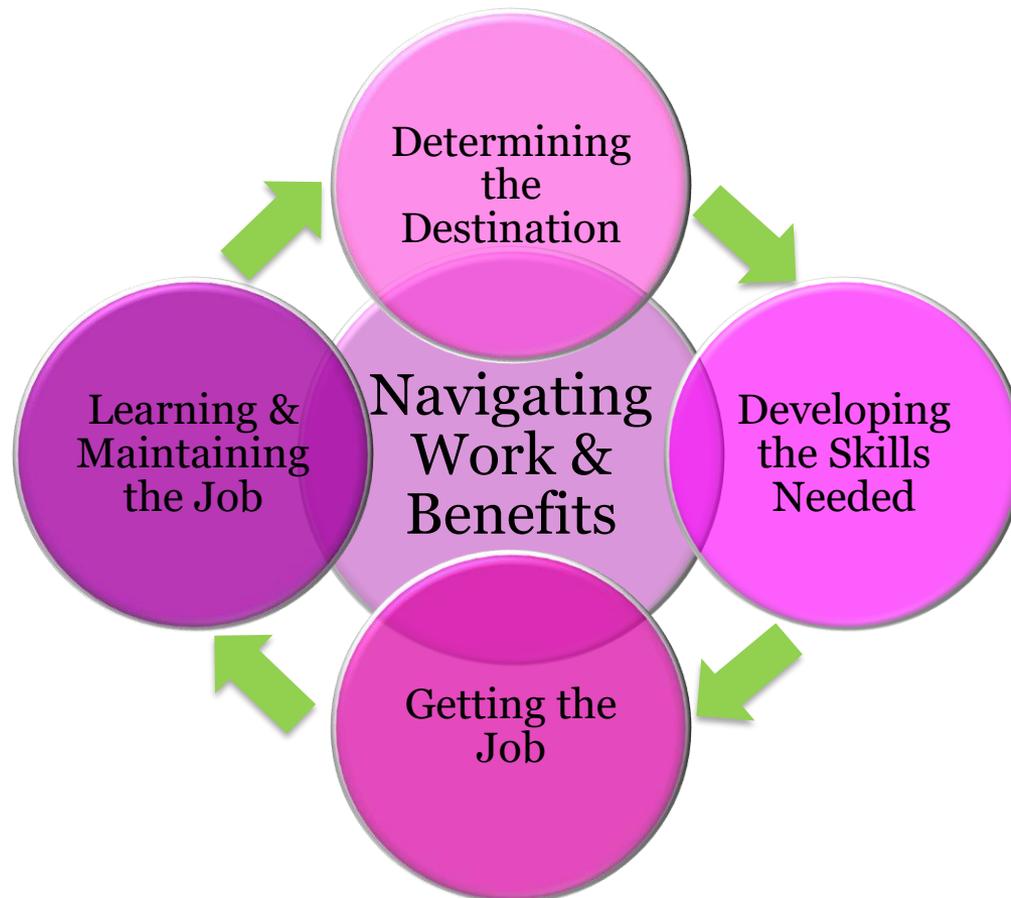
What is your role?

- Support Coordinator
- Service Provider
- Regional Office Employee (UR, PR, CLC, SDS, AD, etc.)
- Other State Employee (VR, DHEWD, DBH, RSB, etc.)
- Individual/Family Member
- Other

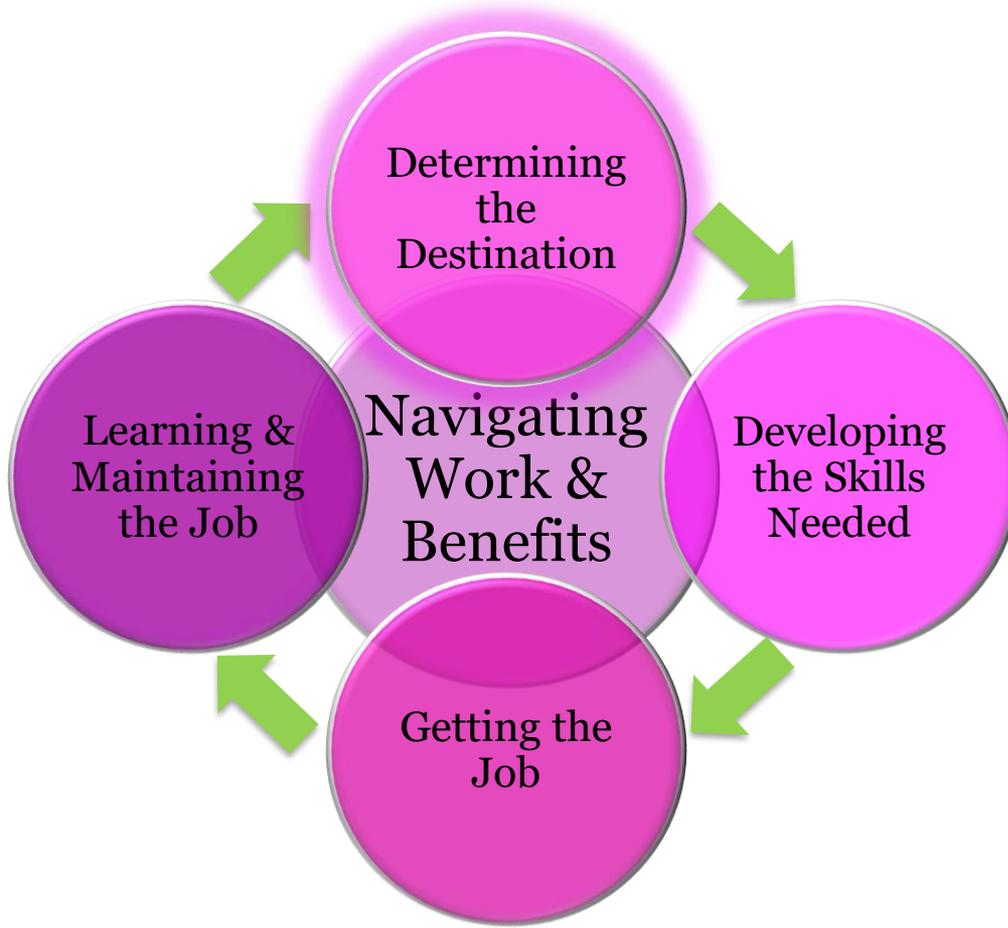
# Waiver Funded Employment Services



Help for Every Step of the Process



# Today's Topic



- Focusing on Career Planning
- Understanding what this service provides
- Identifying who would benefit from this service
- Knowing how to request this service
- Recognizing what to look for when one receives this service

# Perception Check

## Poll Question #2

How many individuals have you coordinated Career Planning for?

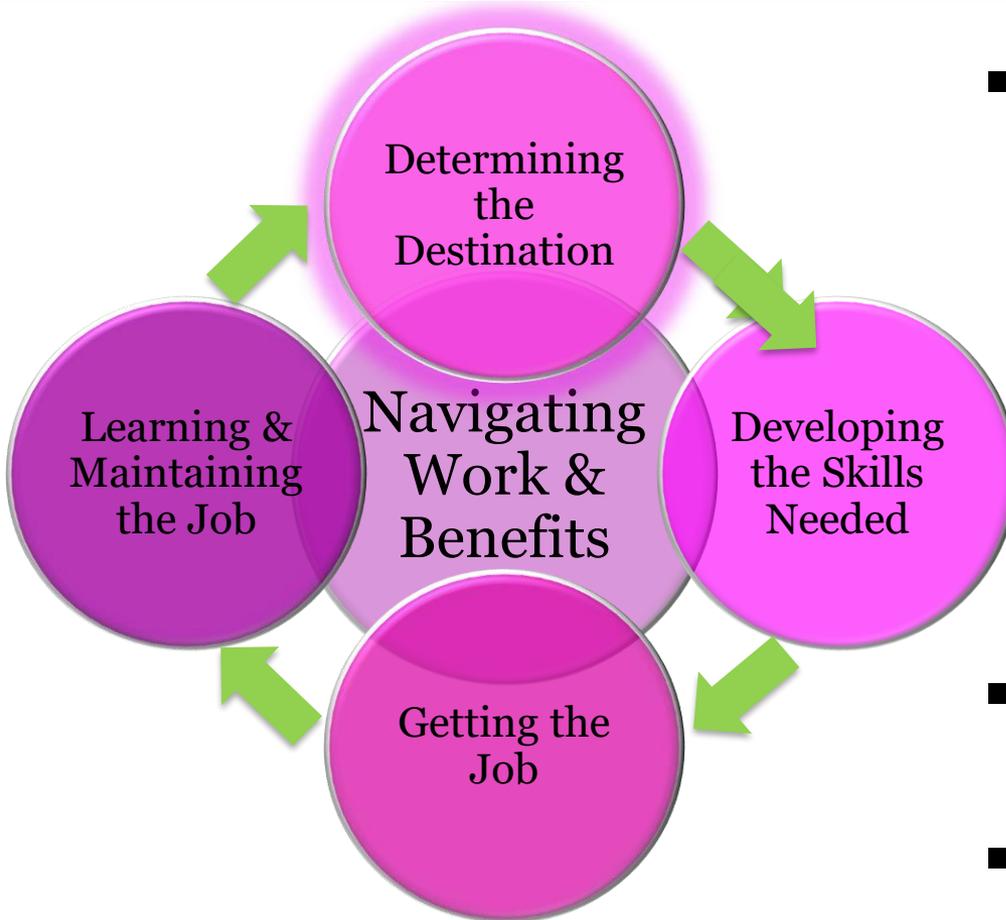
- 10 or more
- 5 – 9 individuals
- 1 – 4 individuals
- 0 individuals

# Chatbox Chatter



Tell us about your experience!

# Career Planning



- Identifying the goal based on
  - Interests
  - Abilities
  - Needed conditions
  - Support requirements
  - Observation and Discovery
- Figuring out how to get there
- Determining the next steps

# One Provider's Experience



Cassidi Jobe  
Executive Director  
Summit Future Foundation

President  
Missouri Chapter – Association  
of People Supporting  
Employment First

# Please be aware...

- Career Planning is limited to 240 units per plan year.
- Career Planning is very similar to VR's Discovery & Exploration service. Therefore must address why person is not using VR for this support.
- Not everyone will require Career Planning.



# Who makes a good candidate for this service?



- Someone on the fence about whether or not they want to work, not wanting to commit, but appearing interested at times
- Someone wanting to work but maybe not ready – team needs more information on what skills need to be developed and career interests to make progress
- Someone wanting to work but not VR eligible, unable to access VR, or has already exhausted VR services.

# Case Studies



Meet Annie...

Annie was previously told that competitive integrated employment was not a possibility, but her family desired to pursue a more immersive exploration of their child's potential skills and abilities.

# Case Studies, part 2...



## Meet Trey...

Trey had been employed in a sheltered workshop, but had a goal to be a pizza maker. His family was concerned about the plausibility of this goal. Trey and his Support Coordinator advocated for the opportunity to at least explore this idea.

## Result:

Through Career Planning, the team determined that this was a very feasible goal. Trey is now actively taking steps to reach this goal.

# How to Request



## What must be included in the ISP?

- Statement of availability/unavailability of VR funding
  - Uncertainty of readiness for employment
  - Ineligible or Inappropriate for VR funding
    - Not a good fit for VR
    - Already exhausted VR funding for this service
- Goal/Outcome – how does this service assist this individual with achieving that outcome?
- Alignment with service definition – make sure what you are requesting fits within the service definition
  - Unit request within service limit
  - Support provided allowed within service definition
  - Support provided matches intent of service

# Outcome Requirement



Upon completion of Career Planning, the service provider must create a career plan/discovery profile to guide ongoing support needs which includes:

- An identified career path and profile including:
  - The individual's needs
  - Interests
  - Strengths
  - Natural supports
  - Characteristics of potential work environments
  
- A plan specifying actions necessary to achieve the individual's career goals

# Summit Future Foundation's Approach



Everyone receiving Career Planning will receive a **tactical plan** that they can then use to carry forward in their process of obtaining and maintaining employment.

This career profile will detail that person's:

- career goal
- personal factors to consider
- prior work experience
- results from job/task analysis
- future steps to be taken to reach career goal
- what type of ongoing job support would be needed

# Career Profile Example



## Positive Personal Career Profile

Name: **John Doe** Service Dates: **January, 2021 - December, 2021**  
Age: **22**

### Self Selected Career Goal

John would like to obtain a job that allows him to work outside and with his hands, and will pay him minimum wage or above.

### Activities (to be) Completed

Job Shadowing  
Informational interview  
Capturing materials for future development of video resume  
Market analysis  
Onsite Job Analysis

### Personal Factors To Be Considered:

<u>Life Span Trajectory</u> Independence Living on his own with support Improved Communication	<u>Interests</u> Sports Being outside Music Dirt bikes trampoline
<u>Talents, Skills and Knowledge</u> Good Hand-eye coordination Extensive Physical strength Extended work stamina	<u>Learning Style</u> Visual Show by example Simple one to two step tasks Very literal
<u>Values</u> Hard work Support/reassurance Keeping people happy	<u>Positive Personality Traits</u> Easy going
<u>Environmental Preferences</u>	<u>Diet/likes</u>

Outside Minimal noise outdoor work Anything involving shoveling	Chaos Loud noise
<u>Work Experience</u> NTRC Prevocational practice with school (stocking, janitorial) Mimi's Pantry Work around family property	<u>Support System</u> Regular staff members Family

### Career Planning Analysis and Future Steps

- John is ready to pursue his career goals.
- John could benefit from additional skill development to reach his career goal
- John could benefit from further exploration of different career opportunities

### Identified Career Path

John would like to obtain a landscaping job working 20 hours per week making no less than \$11.15 per hour.

### Identified Opportunities (Employers)

Grass Pad  
Family Tree Nursery  
Northland Therapeutic Riding Center  
Kearney Family Fun Farm

### Ongoing Support and Accommodation Needs

Communication system (Example: Visual schedule of daily tasks / responsibilities, picture icons of frequently used tools)

Frequent positive reinforcement (Example: thumbs up, high fives, verbally stating "you are doing a good job" no fewer than 5 times an hour or when John seems to be waiting for assurance to move forward with a task)

Job task preparation (Example: Verbal preparing John for what to expect from the day)

Job task pre teaching (Example: Breaking down specific job functions into 1-2 steps and modeling task completion with hand over hand assistance until John demonstrates mastery. Fade hand of hand to visual prompting. Avoid verbal prompts in order to avoid developing prompt dependency. isolation through a repeat and drill process. Following master of single steps layer in additional steps one at a time, not to exceed a 5 step sequence).

Job coach (Example: Supported employment professional to facilitate implementation of accommodations and skill acquisition as well as identify potential future natural supports)

# Tips for Support Coordinators



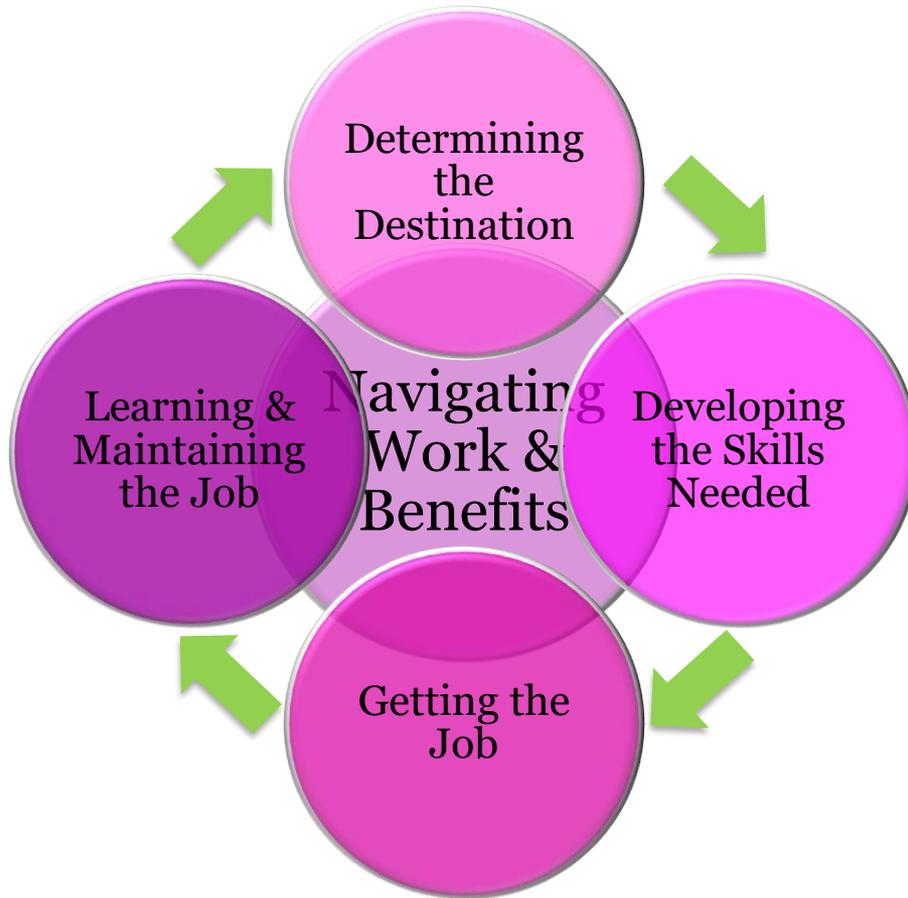
- Ensure families understand that employment **is** possible by beginning to discuss the idea of employment at an early age.
- Provide examples of types of competitive integrated employment settings and how a person can be supported in those settings.
- When working with transition aged individuals, have an understanding of what school-based services they are already receiving.
- Help avoid misconceptions about employment possibilities.

# Chatbox Chatter



What do you need to feel more confident in requesting Career Planning?

# Save the Dates



## Champions of Employment Webinars

2<sup>nd</sup> Wednesday of each month

1:30 – 2:30

January 12<sup>th</sup>

February 9<sup>th</sup>

March 9<sup>th</sup>

# Don't Forget



- Please answer the survey questions at the end of this webinar.
- You're feedback will be very useful in making these webinars worthy of your time.

# Reach Out Anytime



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**THANK YOU!**